



State of California - Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Duty Statement

☒ CURRENT ☐ PROPOSED ☐ STANDARD

Division	Classification	Position Number
Interpretation & Education	Staff Services Analyst (General)	549-830-5157-002
District/HQ Section	Working Title	CBID
PORTS	K12 Access Project Coordinator	R01
Sector/HQ Unit	Reporting Location	Incumbent
K-12 Access	Sacramento or San Diego	
State Housing (only check if required)		Supervisor Classification
<input type="checkbox"/> Required		State Park Interpreter III
Position Description		
<p>Under the supervision of the PORTS Program Manager, the Staff Services Analyst (General) will coordinate project funding and operations dedicated to enhancing access opportunities for the K-12 education community; analyze current Department engagement with K-12 education and assess viability for expansion where appropriate; coordinate budgets for park districts and partners to achieve common goals; provide personnel assistance to districts; collaborate with Interpretation division and district staff to seek opportunities for program expansion; develop written documents and evaluate data relevant to project goals and objectives; deliver presentations and communicate project milestones, narratives and data.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p>		
Essential Functions		
Percentage	Task	
40%	<p>Project Coordination</p> <p>Assess current Department engagement with K-12 education and analyze data for opportunities to expand access to California State Parks; assist in the creation of goals and objectives for the project and maintain timelines to ensure success; develop survey tools; seek opportunities for program growth with stakeholders; develop and disseminate information including delivery of presentations to partners, park districts and the K-12 community; produce training materials to present information effectively; analyze and maintain budget and expenses pertaining to project; prepare reports and make recommendations to assist with ongoing efforts of the PORTS Program</p>	

30%	Park District Support Consult with park districts to assess and develop strategies for enhancing access to K-12 students; assist with the development of educational materials and interpretive products; assist districts with budget, timelines goals and objectives, workforce development, interview processes and evaluation of performance pertaining to the project; provide training, guidance, and suggestions verbally and via digital communications	
25%	Partnership Support Under the direction of the Program Manager, develop opportunities to create and enhance partnerships with K-12 education, park partners, and private industry; maintain communication with partners; assist with the development and implementation of mutually beneficial goals, objectives and timelines; identify opportunities for partner recognition. Collaborate with PORTS and park district staff to assist with the implementation of project goals; attend trainings and seek opportunities for growth.	
Marginal Functions		
Percentage	Task	
5%	Performs other job related duties as necessary for operational continuity.	
Typical Working Conditions		
Work location and hours will vary, including weekends, evenings and holidays. Extensive travel including driving of vehicles will be required. Prolonged interaction with digital equipment (computers, tablets and mobile devices).		
Special Requirements		
Valid Driver's License		
<i>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this</i>		
Supervisor Statement		
<i>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.</i>		
Supervisor Name (PRINT or TYPE)	Supervisor Signature	Date
Employee Statement		
<i>I certify I have read, understand and can perform the duties of this position either with or without reasonable accommodation. I have discussed these duties with my supervisor and have been provided a copy of this duty statement.</i>		
Employee Name (PRINT or TYPE)	Employee Signature	Date